



How to Manually Modify Inventory in NYSIIS

Inventory can be manually modified in NYSIIS if necessary. If you need to modify inventory, log into NYSIIS Production, access your organization and click on Manage Inventory.

Note: You must have Administrative User access in NYSIIS to view the Inventory panel.

Inventory

- manage inventory
- inventory not deducted
- inv not deducted report
- check not deduct status
- manage orders
- manage transfers
- record temp log
- manage returns and wastage
- vaccine loss report
- vaccine loss status
- create prebooking
- manage prebooking

Next, click the Show Inventory button at the top right of the screen. You will be directed to the Manage Inventory Screen.

organization **Lori's Little Ones** • user **Lori Isabella-Rhoades** • role **Admin User (Provider)**

Manage Inventory

Add Inventory for Site (Lori's Little Ones)...

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Add/Edit Inventory with 2D Barcode scan... Barcode:

Site: Show Active Inactive Non-Expired Expired

Note: Asterisk on the Lot Number indicates the lot was manually entered

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	AFLURIA	545454	54	Y	N	01/01/2030
<input type="checkbox"/>	Adacel	x1x1x1x1	10	Y	N	06/05/2022
<input type="checkbox"/>	MMR II	8736945	26	Y	Y	12/31/2020
<input type="checkbox"/>	Moderna COVID-19 Vaccine	* 8786767	200	Y	Y	12/31/2021



Choose the vaccine lot you want to edit, either by clicking the Trade Name hyperlink, or clicking the Select checkbox to the left of the Trade Name, then click the Modify Quantity button on the top right of the screen.

NYSIIS will direct you to the Edit Inventory Screen.

organization **Lori's Little Ones** • user **Lori Isabella-Rhoades** • role **Admin User (Provider)**

Edit Vaccine Inventory Information

Site: Lori's Little Ones Save

Trade Name: Pfizer COVID-19 Vaccine Cancel

Manufacturer: Pfizer, Inc. Add New

Funding Type: Public

NDC: 59267-1000-02
CARTON, 195 MULTI-DOSE VIALS

Lot Number: xyz123
Note: Please enter Lot Number found on OUTER Packaging

Expiration Date: 12/31/2021

Lot Active: Yes

Doses on Hand: 975

Cost Per Dose (\$): 0.00

Modify Quantity On Hand

Action: Add

Amount: 1

Do not use this page to modify quantities for public lots that are wasted or returned. To return and/or document wastage for public lots, please visit "Manage Returns/Wastage" available under the Inventory header on the left side bar. NYSIIS will automatically decrement doses from your inventory once the returns/wastage request has been approved by the VFC.

Reason: **Receipt of Inventory**
Adults not in NYSIIS
Error Correction
Doses Transferred to another provider
Payback VFC vaccine with private vaccine
Payback private vaccine with VFC vaccine

Towards the bottom of the screen, under the Modify Quantity on Hand header, choose an action. The choices are Add or Subtract. Next, enter the number of doses you want to modify in the Amount field. Last, choose your reason for modifying from the Reason drop down and click Save.



Edit Vaccine Inventory Information

Site: Lori's Little Ones Save

Trade Name: Pfizer COVID-19 Vaccine Cancel

Manufacturer: Pfizer, Inc. Add New

Funding Type: Public

NDC: 59267-1000-02
CARTON, 195 MULTI-DOSE VIALS

Lot Number: xyz123
Note: Please enter Lot Number found on OUTER Packaging

Expiration Date: 12/31/2021

Lot Active: Yes

Doses on Hand: 976

Cost Per Dose (\$): 0.00

Modify Quantity On Hand

Action: Add

Amount:

Do not use this page to modify quantities for public lots that are wasted or returned. To return and/or document wastage for public lots, please visit "Manage Returns/Wastage" available under the Inventory header on the left side bar. NYSIIS will automatically decrement doses from your inventory once the returns/wastage request has been approved by the VFC.

Reason: Receipt of Inventory

inventory was updated successfully.

You will be alerted that your inventory was updated successfully, and your Doses on Hand will update.

Inventory Not Deducted

The NYSIIS Inventory Not Deducted functionality is used to view a listing of immunizations added to NYSIIS through the Data Exchange process where the immunizations did not deduct from your organization’s inventory. This option allows you to deduct the immunization from your inventory by assigning a trade name and vaccine lot to the listed immunizations or to remove the immunizations from the list.



Click on Inventory Not Deducted:

Inventory
manage inventory
inventory not deducted
inv not deducted report
check not deduct status
manage orders
manage transfers
record temp log
manage returns and
wastage
vaccine loss report
vaccine loss status
create prebooking
manage prebooking

Removing Non-Deducted Inventory

To remove the immunization from the listing without deducting from your organization’s listed NYSIIS inventory, check the Remove box.

Transaction Date	Vaccination Date	Job Id	Lot/Vaccine Name	Eligibility	Patient Name	DOB	Trade Name	Inventory Lot	Update	Remove
11/19/2020	12/10/2015	99629	ROTA/RotaTeq	Medicaid/Medicare Managed Care	PATIENT, TEST	01/01/1990			<input type="checkbox"/>	<input checked="" type="checkbox"/>

Once you are done selecting the immunizations to remove on the current page, click the Save button. You will see the following confirmation message:

Transactions marked as Remove will not deduct from inventory. Are you sure you want to remove the transaction(s)?

Click OK. The records will be removed from your Inventory Not Deducted screen.